



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GEORGIA 30905-5730

IMSE-GOR-ZA

MAR 18 2010

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Command's Policy Memorandum No. 7 – Civilian Recruitment

1. The Civilian Personnel Advisory Center (CPAC) will be notified and consulted on hiring of all civilian personnel, regardless of grade or position. Selecting officials are responsible for personally contacting the CPAC for advice on hiring policies and procedures. The enclosed flowchart depicts the civilian personnel hiring process.
2. Ranking and interview panels are mandatory for supervisory positions, positions at the GS-13 and above or NSPS equivalent, and for GS-12 or NSPS equivalent positions that are unique, one-of-a-kind positions; e.g., Fire Chief or Deputy Director. A member of the CPAC will participate as an advisor to any hiring panel on issues such as panel responsibilities, panel composition, confidentiality of information, proper documentation and maintenance of selection information, and fairness of the process. Guidelines on ranking and interview panel procedures should be addressed to your servicing CPAC Human Resources (HR) Specialist and are available on the CPAC website.
3. The composition of the ranking and interview panels must reflect diversity factors such as gender, race, and/or ethnicity, and must include a member outside the selecting official's organization. Only the approving official may waive the diversity requirement when circumstances warrant; e.g., unavailability of a female, GS-14 or NSPS equivalent, etc. The selecting official will serve as the chairperson for the panels. Interview panels may consist of the same members as the ranking panel. Selection criteria, the evaluation matrix (used to compare/contrast applicant credentials, panel member evaluations, etc.), and interview questions must be reviewed by the Equal Employment Opportunity Office and the approving official before the panel is convened. Comparative matrices are required for all selections.
4. I will review/approve all selections for supervisory positions, GS-13 and above or NSPS equivalent and for GS-12 or NSPS equivalent unique positions prior to notification of selectees by the CPAC. Also, all by-name requests for noncompetitive Veteran Readjustment Appointments and Veterans Employment Opportunity Act appointments will require justification and my approval.

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SUBJECT: Garrison Command's Policy Memorandum No. 7 – Civilian Recruitment

5. The CPAC will conduct a ten percent quality-control audit of hiring records for all selections where a panel was used to ensure management is maintaining records and to determine any training needs for management on the selection and interview process. Selection documentation will be maintained for three years in accordance with AR 25-400-2.

6. The proponent for this policy is the Civilian Personnel Advisory Center, Fort Gordon, GA.

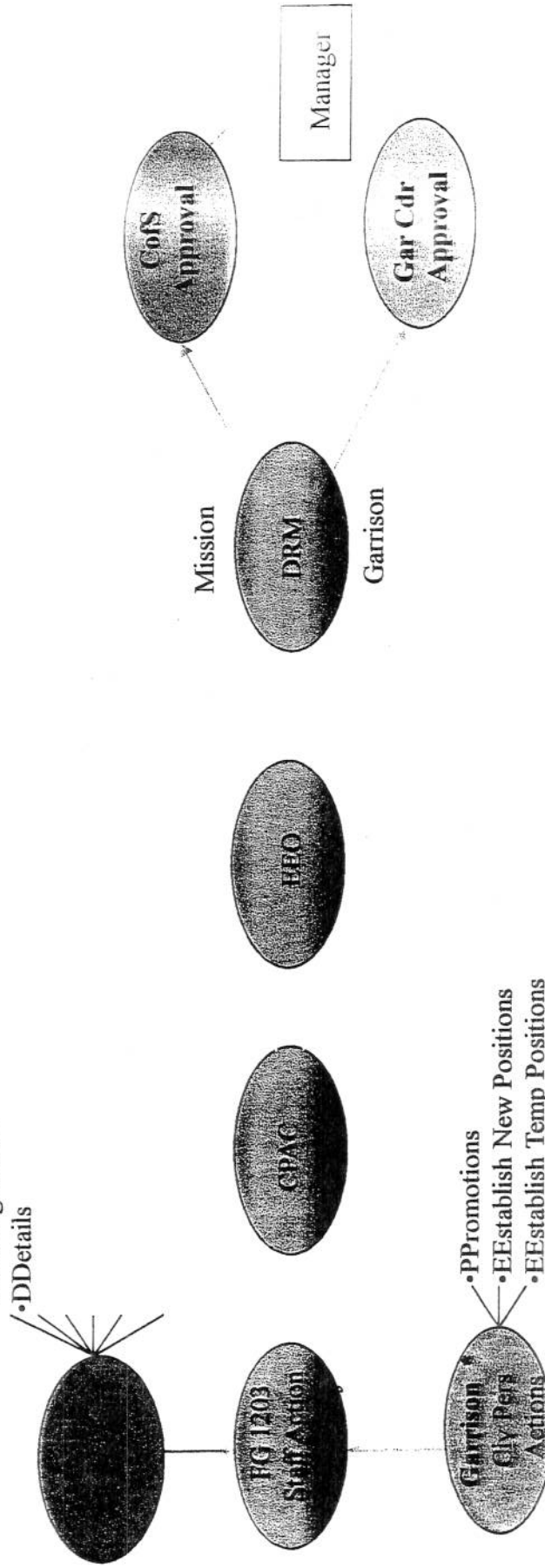
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GLENN A. KENNEDY, II  
Colonel, SC  
Commanding

# Civilian Personnel Actions Approval Process

- PPromotions (competitive and noncompetitive)
- EEEstablish New Positions
- EEEstablish Temp Positions
- RRRecruitment vice actions
- RRReassignments
- DDetails



All Veteran Readjustment Appointments (VRA) must be fully justified and approved by the PMO.

\* Garrison Exceptions: Recruitment vice actions, noncompetitive career programs, VRA appointments, NAF positions, details, and reassignments. These actions are processed by the manager directly with SCCPOC.



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OCT 29 2009

IMASE-GOR-ZA

MEMORANDUM FOR Ms. Sophia Moore, Chief, Nonappropriated Fund Human Resources Office

SUBJECT: Delegation of Position Classification Authority

1. You are hereby delegated authority to classify Nonappropriated Fund positions serviced by your office, to the appropriate pay plan, title, series, and grade. This delegation carries with it the responsibility to assure that all such classifications made by you are in accordance with governing regulations, policies, procedures, Office of Personnel Management position classification standards, Department of Defense and Department of the Army classification guidance, and Civilian Human Resources Agency instructions.
2. This delegation of authority is effective immediately. It will be terminated if you leave your position, if you fail to execute this authority properly, or if warranted by other extenuating circumstances. This memorandum supersedes previous designation of position classification authority.
3. The proponent for this memorandum is the Civilian Personnel Advisory Center, Fort Gordon, GA.

  
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MEMORANDUM FOR Federal Employees' Compensation Act (FECA) Review Board

SUBJECT: Recording Secretary Appointment

1. The following individuals are appointed to perform the duties as the Recording Secretary for the installation FECA Review Board:

PRIMARY – Heather Grosvenor

ALTERNATE – Bridgette Hagen

2. Period: Indefinite

3. Authority: In accordance with memorandum, Department of the Army, dated 1 March 2007, subject: Reductions in Civilian Occupational Injuries and Illnesses and Workers' Compensation Program Costs.

4. The proponent for this appointment is the Civilian Personnel Advisory Center, Fort Gordon, GA.

  
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MEMORANDUM FOR Ms. Heather M. Grosvenor, Civilian Personnel Advisory Center

SUBJECT: Duty Appointment – Installation Compensation Program Administrator

1. Ms. Heather M. Grosvenor is hereby appointed as the Installation Compensation Program Administrator for Fort Gordon, Georgia.
2. Period: Indefinite.
3. Authority: DOD 1400.25.M, Subchapter 810.
4. The proponent for this appointment is the Civilian Personnel Advisory Center, Fort Gordon, GA.

  
GLENN A. KENNEDY, II  
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